

State of Michigan

37th DISTRICT COURT



JOHN M. CHMURA
CHIEF JUDGE

MATTHEW P. SABAUGH
CHIEF JUDGE PRO TEM

MICHAEL C. CHUPA
DISTRICT JUDGE

SUZANNE L. FAUNCE
DISTRICT JUDGE

ANNETTE GATTARI-ROSS
COURT ADMINISTRATOR

Warren Division
8300 Common Road
Warren, Michigan 48093-2380
Phone: (586) 574-4900

Center Line Division
7070 East Ten Mile Road
Center Line, Michigan 48015-1100
Phone: (586) 757-8333

DISTRICT COURT CLERK—PART-TIME POSITION

Brief Description: Part-Time District Court Clerk to perform a variety of clerical tasks in the traffic, criminal, probation, and/or civil division. This includes, but is not limited to: answering phones, filing, data entry, assist the public, accepting payment of costs/fees/bonds, scheduling court proceedings, issuing summons, preparation of statistics, administer oaths, and perform other duties for proper operation of the court.

Working Hours: Monday through Friday; 37.5 hours a week

Education and Basic

Requirements: High School Diploma or Equivalent; possess a valid driver's license.

Qualifications: Must be at least 18 years of age. The following skills are preferred: prior clerical experience in an office setting; current or previous court related employment; advance computer skills including Microsoft Office and Outlook; ability to multi-task; keyboarding/data entry; ability to professionally and effectively meet and deal with the public, law enforcement officers, attorneys and court staff; maintain a professional decorum in a stressful situation; work independently with minimal supervision; and work well under pressure.

To Apply: Submit application and resume to:
37th District Court
Attn. Katelynn Best
8300 Common Road
Warren, Michigan 48093
or by email to: kbest@37thdistrictcourt.org

Deadline to Apply: Applications must be received by: **Monday, February 5, 2018.**